

**MONTHLY REPORT FOR THE CARTOGRAPHY DIVISION**

Month of July 1958

**A. Summary of Cartographic Production and Accomplishments**

1. During July the Cartography Division accepted requests for 84 maps and charts, 74 for CIA and 10 for the Department of State. Of the Agency requests 36 were by ORR, 3 by OSI, 4 as CIA contributions to NIS, 7 by ONE, 21 by OCI, and 3 by ID/P.

2. During the month the Division completed 21 maps and charts, 116 for the Agency and 5 for the Department of State.

3. The NIS Map Coordinator received 20 map requests during the month; 13 maps for final printing and 7 for color proofing. A total of 37 jobs were sent to reproduction during the month, 19 final maps and 18 for color proofs. Receipts from reproduction totaled 64 maps. Of this number 62 were final maps and 2 color proofs. One map remains in the Coordinator's Office at the end of the month. In addition to the above, 9 reruns of NIS maps were processed for D/GL use.

4. The total number of maps and charts in the Division at the end of July was 447, distributed among the Branches as follows:

USSR and Satellites	89
Far East and Western Hemisphere	98
Europe-Africa	51
Special Support	28
Development & Construction	181
(Exclusive of Drafting Sec.)	
Total	447

Production in the Division held steady during the month although there was a decrease of 13 jobs produced over the previous month. Also, the number of requests during the month decreased from 145 of the previous month to 84. This represents the usual seasonal decrease resulting from summer vacations in requesting components.

**B. Administrative Problems and Other Activities**

1. The problem of staffing the special city plans map project received considerable attention during the month. The compilation phase

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of the pilot map was completed and the project now awaits the solution of certain security problems. In the meantime preliminary work has been started on the second city plan.

2. Because of the reduction of capabilities in the Drafting Section due to recent resignations, this unit has been unable to keep current with their workload. In order to remedy this situation a regularly scheduled period of overtime has been established. This overtime will be worked in addition to that required by rush work to meet close deadlines.

25X1A9a  
3. [REDACTED] USSR Satellite Branch, retired after 15 years of service on 31 July.

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4. [REDACTED], University of Illinois, entered on duty 14 July and was assigned to the Cartography Lab for training. Upon completion of his training program, he will be assigned compilation work in the USSR-Satellite Branch.

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5. [REDACTED] has been cleared to enter on duty 11 August. He is transferring from the Department of Interior and after completing his training program will probably be assigned to the USSR-Satellite Branch.

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6. [REDACTED] USSR-Satellite Branch, will transfer to D/GG as of 1 November.

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## A. SUMMARY FOR JULY 1958

Agency	Entered	\$ of Total Ent'd.	No. Completed	\$ of Total Completed
CIA:				
DD/I/OSR	36	434	38	314
OSI	3	44	30	254
NTS	4	54	9	74
OMR	7	84	0	0
OCT	21	244	23	194
DD/P	3	44	16	134
TOTAL CIA:	74	884	116	924
State	4	54	3	34
State/NTS	6	74	2	24

## B. 6 MONTHS SUMMARY

Months	New Maps and Charts Ent'd.	New Maps and Charts Completed	Number of Prints	Reprints Completed	No. of Reprints
July	84	121	56,505	35	28,952
June	145	134	56,545	21	20,360
May	151	131	55,881	17	12,929
April	102	86	125,643	8	7,712
March	101	103	36,668	29	30,770
February	70	53	19,918	10	10,613
TOTALS	653	628	351,160	120	111,336

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C. SERVICE AND REPRODUCTION PROCESSING DURING PAST 6 MONTHS

<u>Months</u>	<u>Number of Completed X-Jobs</u>	<u>Manhours Required X-Jobs</u>	<u>*Number of Processing Jobs</u>	<u>Number of Items</u>
July	7	41	132	35,887
June	6	66	121	61,772
May	13	166	106	47,661
April	10	70	107	42,161
March	8	148	88	181,959
February	6	95	123	81,941
<b>TOTALS</b>	<b>50</b>	<b>586</b>	<b>675</b>	<b>451,201</b>

\*Except for final maps and returns

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D. MAPS AND CHARTS COMPLETED IN PAST 6 MONTHS

<u>Agency</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>
CIA	25	81	61	118	107	107
CIA/NTS	21	17	17	11	20	9
State	1	3	2	1	6	3
State/NTS	3	1	6	1	1	2
Other	3	1	0	0	0	0

TOTALS: 53 103 86 131 134 121

E. SUMMARY OF WORK LOAD, MAPS AND CHARTS, AS OF 1 AUGUST 1958 - Does not include Service Jobs

<u>STATUS</u>	<u>GC/S</u>	<u>GC/F</u>	<u>GC/E</u>	<u>GC/C*</u>	<u>GC/X</u>	<u>TOTALS</u>
In Reproduction	3	10	18	45	0	76
In Proof	53	14	11	43	0	121
In Check	18	3	0	25	3	49
In Drafting	7	10	5	68	16	106
In Compilation	8	61	17	0	9	95
TOTALS	89	98	51	181	28	447

\*Excludes jobs assigned to Drafting Section from Compilation Branches.

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